

Santa Clara Senior Center

Volunteer Opportunities

Adventures to Go Tour Escort

Escorts prepare advance materials, check in travelers, assign seats, accompany groups, attend to all tour details. Required: Friendly outgoing personality, ability to walk long distances, ability to handle unexpected circumstances, attention to detail. Attendance at 2 monthly meetings required. Works closely with the Travel Administrator, other escorts, bus drivers, and staff.

Billiards Room Attendant **New Position**

Assist participants, ensure guidelines of use are being followed. May be asked to facilitate tournaments.

Bingo Attendant

Volunteers call numbers, determine winners, and ensure guidelines are being followed. Tuesday and Friday afternoons.

Blood Pressure Clinic Volunteer Nurse

Current California RN license required. Must be experienced in taking blood pressure, friendly, positive attitude. Thursdays 9:15 am – 11:30 am

Computer Lab Attendant **New Position**

Check participants in and out. Ensure guidelines of use are being followed. Assist participants with basic computer needs.

Dining Out Volunteer

Individuals assist with set-up, service, and clean up of the meals. Requirement: great social skills and the ability to work collaboratively with others. Monday through Friday late morning and early afternoon.

Dining Out Kitchen Aide

Assist with clean-up including clearing and cleaning tables, dishes, serving dishes, pots, and general clean-up. Monday through Friday.

Fitness Attendant

Volunteer Fitness Attendants are individuals who can multi-task and are friendly, patient, and computer savvy. Duties include checking in participants and assisting with the daily operations of the fitness center. Various shifts.

Fitness Center Volunteer Liaison

Work closely with Fitness Program Supervisor as initial contact for volunteer attendants. Schedule, find subs, schedule volunteer training. Good communication skills in a fast-paced environment.

Front Desk Office Support

Computer experience required. Clerical tasks, providing information and answering questions as first point of contact for residents interested in the senior center. General office support.

Games, Games, Games Volunteer

Keep games running, show novice players the rules, be present in the game room during scheduled time

Greeter **New Position**

Welcome participants, provide directions where needed, answer questions, collect patron feedback. Must enjoy meeting new people.

Health and Wellness Resource Support

Research health education topics, create displays, maintain health library. Skills needed dependent on assigned task.

Lapidary Attendant

Volunteer will be present in the Lapidary during scheduled hours. Volunteer will assist participants and ensure the guidelines of use are being followed.

Librarian

Volunteer creates and maintains an organized space in the library/reading room. Tasks include categorizing books and placing them in the appropriate area.

Notary

Notary provides free service in fifteen minute scheduled appointments. Notary must maintain a current notary commission issued by the Secretary of State of California.

Snack Bar Attendant

Volunteers are friendly, polite, and honest. Snack bar attendants sell food and beverages, restock supplies, use the cash register, do simple arithmetic, and maintain a clean environment. Various shifts.

Senior Peer Advocates (SPA) Volunteer

Volunteer undergoes comprehensive training and attends mandatory monthly meetings for support and additional training. SPA volunteer provides information and assistance to older adults and family during scheduled appointments.

Thursday Night Dance Attendant

Volunteer collects admission fees and ensures all dance participants complete a liability form. Volunteer is responsible for turning in dance receipts and forms to staff. Volunteer must be friendly, honest, and polite. Thursday evenings 6—9 pm.

Volunteer Program Support

Volunteer creates individual monthly timesheets, distributes and collects timesheets from program areas, and assists with the volunteer program. Volunteer must be creative and organized. Skills necessary vary according to assignment. Computer savvy individuals are a plus. Various shifts.

Welcome Newcomers Host

Volunteer will review and follow program format. Volunteer must possess familiarity with Senior Center programs, services, activities, and facility, enjoy meeting new people and possess and demonstrate the ability to speak to an audience and escort participants on a tour of the facility. Third Thursday of each month 10:15 am to 12 pm.

Woodshop Monitor

Volunteers ensure that participants check in and have received instruction in safety procedures and equipment operation. Volunteer must be able to multi-task, be knowledgeable about woodworking tools, and possess great communication skills. Tuesday and Thursday mornings.

911 Cell Phone Program Volunteer

Volunteer collects used donated cell phones from the Senior Center every two weeks. Volunteer cleans, charges, and ensures used donated cell phones are in working order, then returns cell phones to Senior Center.

Santa Clara Senior Center
1303 Fremont Street, Santa Clara, CA 95050
(408) 615-3170 or
www.santaclaraca.gov/seniorcenter



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